



OFFICE OF THE VICE CHANCELLOR

Applicants are invited for the following position in the Administration Division:

REGISTRAR (ADMINISTRATION AND HUMAN CAPITAL) - GRADE 15
REF: LU/ADMIN/1/7/2020 (1 POST)

Reports to: Deputy Vice Chancellor (Administration, Finance and Planning)

Academic/Professional Requirements

Applicants should:-

- (a) Hold a PhD in relevant field;
- (b) Hold a Masters degree in Business Administration and/or Human Resources Management;
- (c) Be an active member of at least one recognized professional body;
- (d) Have at least Six (6) years' experience in the administration of a University or in the public sector, with Three (3) years as a Deputy Registrar or an equivalent position;
- (e) Be computer literate;
- (f) Demonstrate outstanding qualities of leadership, coordination and organization at senior management level; and
- (g) Have knowledge and experience in the formulation and provision of guidelines on administration, planning, management of University services and academic matters.

Duties and Responsibilities

The Registrar –Administration and Human Capital shall:

- (a) Coordinate the management of Human Capital;
- (b) Coordinate staff training and development programmes;
- (c) Ensure proper working conditions and employee welfare which includes health, safety and welfare services that relate to the physical and social well-being of the employees;
- (d) Ensure that employee records are developed, updated, maintained and secured;



- (e) Be in charge of transport services;
- (f) Be in charge of catering services;
- (g) Be in charge of estates and maintenance services;
- (h) Be in charge of the Central Registry;
- (i) Ensure good industrial relations by assisting in collective bargaining, joint consultation and amicable settlement of employment disputes;
- (j) Ensure that the University complies with legal requirements in the process of employee separation or termination and release of terminal benefits and pension;
- (k) Advise the Deputy Vice-Chancellor in charge of Administration, Finance and Planning in formulation and evaluation of human resource policies and procedures;
- (l) Prepare and submit periodic reports on administration and human capital, relevant statutory requirements and overall status of the department to the Deputy Vice-Chancellor in charge of Administration, Finance and Planning;
- (m) Be the Secretary to the University Management Board; and
- (n) Perform such other duties as may be assigned or delegated by the Deputy Vice-Chancellor in charge of Administration, Finance and Planning.

Terms and Conditions of Service

- (a) Successful candidate for the position will be offered a competitive remuneration package, including the following:
 - Salary Scale: Ksh 170,681 - 248,898 per month;
 - House Allowance: KShs.73,715 p.m.
 - Medical cover as per the University College Medical Scheme
 - Leave allowance
- (b) The appointment will be for a contract period of five (5) years renewable subject to satisfactory performance.

How to apply

- (a) Application should be accompanied by a detailed curriculum vitae (detailing academic qualifications, professional experience and membership to professional associations), copies of certificates, e-mail addresses and day time telephone contacts.
- (b) Provide names, telephone numbers and contact addresses of three referees.
- (c) Applicants must also submit valid clearances from the following bodies:
 - i. Kenya Revenue Authority;
 - ii. Higher Education Loans Board;
 - iii. Ethics and Anti-Corruption Commission; and
 - iv. Criminal Investigation Department (Certificate of Good Conduct).



- v. Registered Credit Reference Bureau
- (d) Comply with the requirements of Chapter 6 of the Constitution.
- (e) Three (3) copies of the application and referees' confidential reports on the applicants' suitability for the posts should be sent via registered mail or courier or delivery by hand in an envelope "**marked with the Reference number on the left hand side of the envelope**" and sent to the under-signed to be received on or before **Friday, July 24, 2020 at 17.00 hrs.**

**The Chairman,
Laikipia University Council,
P.O. Box 1100-20300,
Nyahururu, Kenya
Email: councilchair@laikipia.ac.ke**

Laikipia University is an equal opportunity employer. Women, those from marginalized areas and persons with disability are encouraged to apply.

Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

This Advertisement is also available on the University Website: **www.laikipia.ac.ke**.

